5-MINUTE PRESENTATION PLANNER

Presentation Title	
Location	Date and Time
What is the audience and what	are their needs?
What is the overall goal of my p	presentation?
What are the three main support	rting points I want to make?
2	
2	
3	
What do I want the audience to	o do as a result of my presentation?
How many people will be in th	e room?
What equipment and materials	will I need?
Handouts	□ Screen
☐ Flip chart and markers	☐ Speakers
☐ Computer	☐ Microphone
☐ Projector	Other

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Notes	